

DPD-8099-60

31 October 1960

MEMORANDUM FOR: Acting Chief, DPD-DD/P

SUBJECT : Terminating Drivers - Evaluation Reports

1. On 1 November 1960, six former contract drivers will resume their military status with the Armed Forces. One of our few remaining tasks is to complete ER's covering the period of their contract service with us (1956 to present) for incorporation in appropriate military records.

2. Unfortunately, ER's were not prepared as a matter of course while the drivers were in our service. The only ER's prepared cover the period from the summer of 1956 to February 1957. These ER's were prepared in connection with efforts to obtain Regular Commissions for the drivers and are now in the possession of DPD Personnel on loan from Captain Chard, USAF.

3. If each ER is to be prepared by the responsible unit Commander, they would be allotted as follows:

<u>DRIVER</u>	<u>UNIT COMMANDER</u>
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25X1A9a

25X1A9a

			2
	2	3	3
		4	1
	2	3	
	5		
		3	2

4. Rather than assign responsibility for ER's as indicated in paragraph 3 above, the following course of action is proposed for your approval:

a. One general evaluation report will be prepared on each driver by:

25X1A9a

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b. One or more competent DFD personnel, preferably officer members of the Armed Forces, will prepare on an individual and year-to-year basis the narrative statements and ratings to be incorporated in Section V and Section III of the final ER's. The comments and ratings will be based primarily on the general evaluation. Another requirement will be to make sure that identical wording is not used from one ER to another.

c. [REDACTED] office will incorporate the production supplied under subparagraph b above into the ER's to assure proper form.

5. The above proposal is strongly recommended for your approval for the following reasons:

a. It is the overall consensus of opinion that the drivers have given a high-calibre performance and that they possess fine personal attributes. It is assumed that their ER's, without exception, will complement that opinion. Further, commendable ER's must follow as a matter of course to support the honors which have or are to be granted the drivers; such as, Regular Commissions and Distinguished Flying Cross.

b. It is fairer to both the drivers and the unit Commanders. To request a unit Commander to prepare individual ER's as far back as 1956, would result in individual evaluations much like the general evaluation which will be produced under this proposal; or human nature being what it is, undue weight will be given to the most favorable or unfavorable incident which is recalled.

c. It is expedient.

6. In order to be better prepared to meet the ER requirement for drivers to be terminated in the future it is requested that you hereby approve a policy which will require Commanders to prepare ER's on a yearly basis with the first ER due in the immediate future.

SIGNED

[REDACTED]
Personnel Officer 25X9/ASAPROVED:
DFD-DD/P

CONCUR:

SIGNED

Chief, Personnel Section

[REDACTED] Acting Chief, DFD

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1 Nov 60*

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